

State of Wisconsin

DEPARTMENT OF EMPLOYMENT RELATIONS

- MERIT RECRUITMENT AND SELECTION BULLETIN -

**Date:** October 7, 2002

**Subject:** Miscellaneous Classification Plan Changes

**Locator No:** MRS-SC-143

Pursuant to s. 230.09, Wis. Stats., the Secretary of the Department of Employment Relations (DER) has approved the classification plan changes identified on this bulletin. Regardless of the actual notification date, the **effective date is October 6, 2002**, unless otherwise stated.

1. *Abolish* the **County Forest Administrator** classification specification **effective October 6, 2002**, because the classification is no longer used by the Department of Natural Resources. No manual reallocations will need to be processed to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.
2. *Create* the **Community Services Advocate** classification **effective October 6, 2002**, to describe a position located within the Department of Agriculture, Trade, and Consumer Protection. The agency will process a manual reallocation to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.
3. *Create* the **Hemodialysis Technician** classification **effective September 8, 2002**, to identify positions located at the Department of Corrections that perform dialysis treatment functions for patients. The agency will process manual reallocations to implement this classification action. Questions may be directed to Brian Fusie at (608) 266-1418.
4. *Create* the **Program Support Supervisor-DOC** classification **effective October 6, 2002**, to describe positions located exclusively within the Department of Corrections that were previously classified as Program Assistant Supervisor and Program Assistant Supervisor-Advanced. These supervisory positions require a significant amount of knowledge of correctional operations. The agency will process manual reallocations to implement these classification actions and has been delegated authority to implement the new classifications. Questions may be directed to Leean White at (608) 267-0344.
5. *Modify* the **Horticultural Technician** classification specification **effective September 8, 2002**, for the University of Wisconsin-Madison to identify a new allocation. The University of Wisconsin will process manual reallocations to implement this classification action. Questions may be directed to Brian Fusie at (608) 266-1418.
6. *Modify* the **Human Resources Specialist-Advanced** classification specification **effective October 6, 2002**, to create a new allocation for a compensation coordinator. No reallocations are required. Questions may be directed to Judy Burke at (608) 267-5166.
7. *Modify* the **Natural Resources Program Supervisor** and the **Natural Resources Program Manager** classification specifications **effective October 6, 2002**, in order to update the representative positions and clarify the allocation language. No reallocations are required. Questions may be directed to Pat Waterman at (608) 266-8149.

8. *Modify* the **Revenue Supervisor** classification specifications **effective October 6, 2002**, to add allocations for supervisors in the Processing Bureau and Audit Bureau within the Department of Revenue. The agency will process manual reallocations to implement this classification action. Questions may be directed to Wil Mickelson at (608) 266-0714.

**Internet Availability:**

The target date for the availability of classification specifications from this bulletin on the DER Web Page is October 25, 2002. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Pat Waterman at (608) 266-8149.

**Alphabetical Listing of Classifications:**

The Alphabetical Listing of Classifications (Alpha List) is also available on the DER Web Page at <http://der.state.wi.us/static/dmrs.htm>. The Alpha List is updated monthly after classification plan changes are implemented. The date of the last update is listed at the top of the extracted document. Please contact Judy Burke at (608) 267-5166 if you have any questions about information contained in the Alpha List. Contact Pat Waterman at (608) 266-8149 if you are having problems downloading and running the file.

**Contact Points:**

Questions may also be directed to the appropriate analyst at the DER Fax number (608) 267-1020 or by e-mail at (using the analyst's name) [firstname.lastname@der.state.wi.us](mailto:firstname.lastname@der.state.wi.us).

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Michael R. Soehner, Administrator  
Division of Merit Recruitment and Selection

PLW

<b>Classification</b>	<b>Class Code</b>	<b>Pay Range</b>	<b>Unit Code</b>	<b>EEO Cat.</b>	<b>FLSA</b>	<b>FLSA LTE Code</b>	<b>Job Group</b>	<b>CIC Code</b>
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**ABOLISH**

1) County Forest Administrator  
55160 15-01 15 2 E N 055 079

<b>Classification</b>	<b>Class Code</b>	<b>Pay Range</b>	<b>Unit Code</b>	<b>EEO Cat.</b>	<b>FLSA</b>	<b>FLSA LTE Code</b>	<b>Job Group</b>	<b>CIC Code</b>
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**CREATE**

2) Community Services Advocate  
07300 07-14 07 2 E N 019 026

3) Hemodialysis Technician  
35500 06-13 06 3 N N 134 208

4) Program Support Supervisor-DOC  
16520 81-04 16 5 E N 187 313

<b>Classification</b>	<b>Class Code</b>	<b>Pay Range</b>	<b>Unit Code</b>	<b>EEO Cat.</b>	<b>FLSA</b>	<b>FLSA LTE Code</b>	<b>Job Group</b>	<b>CIC Code</b>
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**MODIFY**

5) Horticultural Technician  
35640 06-12 06 3 N N 134 077

6) Human Resources Specialist-Advanced  
10804 81-03 99 2 E N 020 027

7) Natural Resources Program Supervisor  
56000 81-03 17 2 E N 055 079

Natural Resources Program Manager  
56830 81-02 98 2 E N 019 026

8) Revenue Supervisor  
01920 81-04 16 5 E N 019 026

**Note:** Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.

**Effective Dates:** Nos. 3, 5: September 8, 2002  
Nos. 1, 2, 4, 6-8: October 6, 2002